



Assistant Water Operations Manager

Department: Utilities

Class Code: 3233

EEO Code: 22

FLSA: N

Effective: 01/10/1995

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty assisting the Water Superintendent in coordinating the operations of water transmission and distribution, meter installation, meter maintenance, utility location and central stores; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Assists the Water Superintendent in planning, coordinating and managing employees in operation and maintenance of waterworks systems to ensure adequate water supply for human consumption and industrial use; determines action to be taken in event of emergencies such as machine, equipment or power failure; instructs subordinates in repair, operation and maintenance procedures; supervises installation of new water services, meter maintenance and repair, installation and repair of fire hydrants, the repair and replacement of underground mainlines and valves; supervises the maintenance of pumping and storage facilities; oversees inventory and upkeep of central stores; prepares plans and specifications for new equipment or modification of existing equipment to increase efficiency; reviews and evaluates water reports and records to confirm adequacy of present and projected water needs; assists in recruiting, disciplining, promoting and evaluating employees; confirms and approves work sheets; assists in budget preparation; stays abreast of advances, improvements and new ideas in materials, equipment and construction practices; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles and practices involved in the operation and maintenance of water systems, water line construction and repairs, and meter installation; of water distribution system; of water line installation; of how to read and interpret blueprints and specifications; of new ideas in materials, equipment and approaches to operation and maintenance of water facilities; of plumbing principles and practices; considerable skill in establishing and maintaining effective working relationships with supervisors, subordinates and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an associates level degree in engineering or a closely related field and five years of experience in utility maintenance or construction including two years in a supervisory capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
